



SATERN

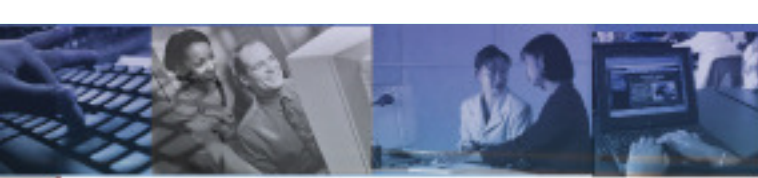
System for Administration, Training, and Educational Resources for NASA

SATERN Reporting Overview

*2007 SATERN Administrator Summit
Johnson Space Center – Houston, TX*

Jennifer Sizemore
September 2007



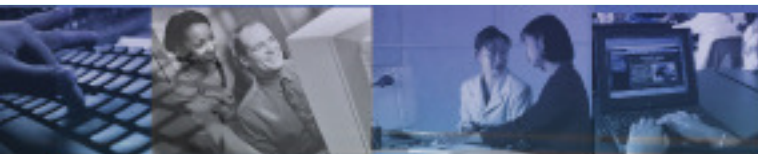


Session Objectives

- At the end of the session, participants will:
 - Understand the differences between Standard Reports and Custom Reports in SATERN
 - Be more comfortable with running reports in SATERN
 - Feel confident that they can find the report that will give them the data they are looking for

Agenda

- Introduction to SATERN Reports
- Standard Reports
- Custom Reports
- Report Comparisons
- Report Features
- Summary



SATERN Reporting Overview

Introduction to SATERN Reports



Introduction to SATERN Reports

- SATERN's powerful reporting tool enables Users to run a variety of reports on almost every aspect of training in an organization
- SATERN provides Users with highly detailed reports using the inherent search screens seen throughout the application
- In addition, NASA can create its own reports, which can be linked to SATERN and run from the Custom Reports reporting section
- All SATERN admins should have a copy of the SATERN Standard Reports Reference Guide at their desk (this can be found at https://saterninfo.nasa.gov/documents/SATERN_standard_reports.pdf)



SATERN Reporting Overview

Standard Reports



Standard Reports


- SATERN contains over 70 standard reports. Each report provides options for grouping and sorting output in various ways.
- Standard Reports pull data from information that has been entered directly into SATERN.
- Standard Reports do not pull information from any legacy systems (i.e. ADMINStar, SOLAR, NORS)



Standard Reports (cont.)

There are 13 reporting sections:

- **Assessment Reports** - Assessment reports describe the state and the results of assessment processes.
- **Background Report Jobs** - This page displays the list of your successfully completed background report jobs.
- **Competency Reports** - Competency reports describe the learning competencies of the system.
- **Document Reports** - Document reports describe the documents in the system and their status.
- **Exam / Survey Reports** - Exam / survey reports describe the exams and surveys in the systems.


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- Assessment Reports

- Assessment Process Results**
- Assessment Survey Data
- Competency Assessment Data
- Organizational Assessment Data
- Background Report Jobs
- + Competency Reports
- Custom Reports
- + Document Reports
- + Exam/Survey Reports
- External Reports
- + Item & Curriculum Reports
- + Learner Reports
- Recurring Report Jobs
- + Reference Reports
- + Registration Reports
- + Resource Reports
- + Scheduling Reports
- Saved Reports

Assessment F

[> Edit Report](#)

[Run Assessm](#)

Report Title:

Report Header:

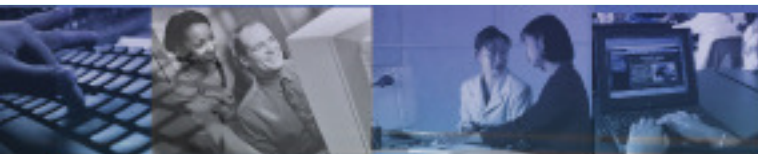
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Assessment Pro



Standard Reports (cont.)

- **Item & Curricula Reports** - Item and curricula reports describe the learning items and curricula that are in the system.
- **Learner Reports** - Learner reports describe the learners that are in the system.
- **Reference Reports** - Reference reports describe the references that the system stores.
- **Registration Reports** - Registration reports describe the registration status of learners to scheduled offerings.
- **Resource Reports** - Resource reports describe the resources that are tracked in the system.
- **Scheduling Reports** - Scheduling reports describe the scheduled offerings in the system



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Assessment Reports

- Assessment Process Results**
 - Assessment Survey Data
 - Competency Assessment Data
 - Organizational Assessment Data
- Background Report Jobs
- + Competency Reports
- Custom Reports
- + Document Reports
- + Exam/Survey Reports
- External Reports
- + Item & Curriculum Reports
- + Learner Reports
- Recurring Report Jobs
- + Reference Reports
- + Registration Reports
- + Resource Reports
- + Scheduling Reports
- Saved Reports

Assessment F

[> Edit Report](#)

Run Assessm

Report Title:

Report Header:

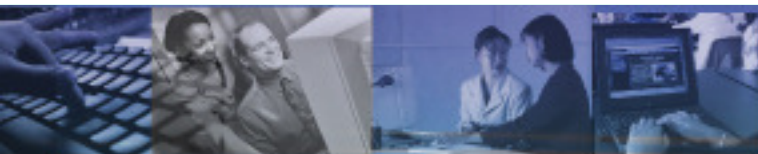
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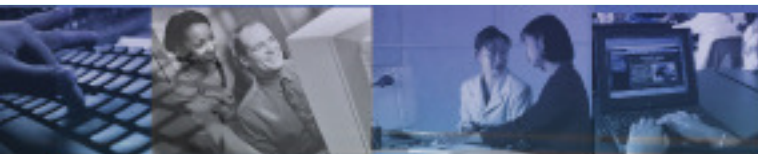
Standard Reports (cont.)

Commonly Used Standard Reports

- Certificate of Completion (Learner Reports)
 - You enter an item and learner, you get a certificate of completion for each scheduled offering you select
- Learner Item Status (Learner Reports)
 - Gives you the completion status for items specified
- Scheduled Offering Data (Scheduling Reports)
 - Gives you the details of the specified scheduled offering

SATERN Reporting Overview

Custom Reports



Custom Reports

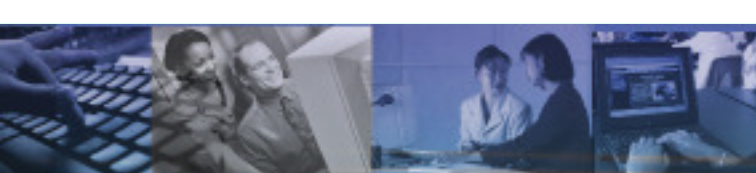
- Custom Reports are reports created specifically for NASA or for a certain center. Most are standard reports that have been modified to better suit the needs of SATERN admins
- Custom Reports include organization codes, company names and other learner specific information
- Custom Reports can pull data from SATERN as well from the legacy systems. Any report with “Archived” in the name pulls data from the legacy systems
- NSSC is currently managing all Custom Reports
- To request a new custom report, or to modify an existing report, go to www.nssc.nasa.gov click on Customer Service>Training>SATERN, at the bottom of the page under Forms you will see the option to “Request a Customized SATERN Report”

Custom Reports (cont.)

Report Name	Description	
Approvals_Status	Displays, for the Learners selected, the status of any training Approval Processes they have initiated. Admins may choose to return details about specific request types, approvals for a specific item or scheduled offering. Similar to system report but also contains a Step Number filter, Start and End Date filter, and Registration Cut-off Date column. Revised 08/24/07.	Run View
Certificate_Of_Completion	Displays generated certificates of completion given the learners, items, and/or completion dates. Revised 08/01/07.	Run View
Class_Roster	Displays the instructor, learners, learners' contact information, and Org ID of each scheduled offering chosen. Revised 08/23/07.	Run View
Custom_Individual_Development_Plan	Displays the Individual Development Plan of learners. Report can be filtered by Effective Dates and Expiration Dates as well as include Notes on the plan. Revised 08/01/07.	Run View
Exam_Effectiveness	Displays questions, answers, how many times each question was asked and how often it was answered correctly. Revised 08/22/07.	Run View
External_Approvals_Status	Displays, for the Learners selected, the status of external training Approval Processes they have initiated. Admins may choose to return details about specific approvals for a specific external request. Revised 08/22/07.	Run View
External_Request_CS_Process_Dates	Displays process dates for Civil Servant 4-Step EXTERNAL LEARNING / VERIFICATION REQUESTs. (Begins with Version 13+). Revised 04/26/07.	Run View
External_Request_Data	Displays all details (including Org ID) associated with External Training Requests submitted by the selected Learner. This information is organized into Request, Personal, Vendor, and Financial information categories. Revised 08/17/07.	Run View
External_Request_Tuition	Displays a quick reference of tuition costs for external training for the Learners selected. This report is configurable by Vendor, Activity, Fund/Chargecode, minimum Tuition and Date Range. Revised 07/05/07	Run View
Incomplete_Training_Archived	Display users that have not completed selected Training. Pulls from Archived data. Revised 08/22/07.	Run View
Records per Page <input type="text" value="10"/> Page: 1 2 3 «Previous Next» Page <input type="text" value="1"/> of 3. Go		

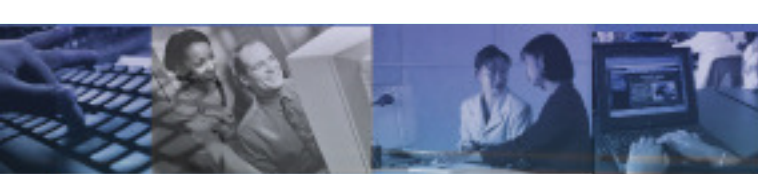
Custom Reports (cont.)

Report Name	Description	
Item_Request	Displays, for the learners and items selected, which learners have requested which items but have not yet been registered or those waitlisted in a scheduled offering of the item. Similar to system report but also contains Org ID, Learner Email, and Learner Phone columns. Created 05/02/07.	Run View
Learner_Curriculum_Item_Status	Shows you, for the learners and curricula you include in the report, the curricula assigned to each learner and their items. The learner's OrgID as well as the completion date, completion status, and required date for each item are included. Revised 07/06/07.	Run View
Learner_History_Admin_Archived	Displays learning history (both archived and active) for learner(s). Revised 04/27/07.	Run View
Learner_Item_Status	Displays, for the learners and items selected, each learner's completion status for the items they participated in during the date range specified. Report output can be grouped by either item or learner. Similar to system report but also contains Org ID, Domain, and Company. For learners who have completed the same item more than once, only the earliest completion date is listed. Revised 08/22/07.	Run View
Learner_Item_Status_Archived	Displays, for the learners and items selected, each learner's completion status for the items they participated in during the date range specified. Report output can be grouped by either item or learner. Similar to system report but also contains Org ID and Company as well as contains ARCHIVED data. Revised 08/22/07.	Run View
Learner_Learning_Hours	Displays, for the learners and items selected, the total number of "hours" of a specified type that the learner has completed. Gives the option to report on any hour type: credit hours, CPE hours, contact hours or total hours. Similar to system report but also includes Company, Component Length, and On Duty Hours. Revised 08/22/07.	Run View
Learner_Learning_Needs	Displays, for the learners selected, the learners' outstanding learning requirement(s) for the item or items selected. Contains capability to sort the records within each group by item, assignment type, assignment date, expiration date, or by days remaining. Not specifying a date range will produce all item needs regardless of when they are due. Similar to system report but also includes Org ID. Revised 04/27/07.	Run View
Learning_Calendar	Displays, for the date range specified, all the daily learning events scheduled. Similar to system report but also includes Registration Cut Off, End Dates, and Facility ID. Created 05/09/2007.	Run View
Module	Displays test information for one or more training modules. Revised 08/22/07.	Run View
Order_Management	Displays Commerce / Order Management entires. Revised 04/27/07.	Run View



Custom Reports (cont.)

Records per Page <input type="text" value="10"/> Page: 1 2 3 «Previous Next»		Page <input type="text" value="3"/> of 3. <input type="button" value="Go"/>
Report Name	Description	
Pending_Completion_Credit	Displays learners who have yet to receive completion credit; filtered by maximum segment end date. Revised 6/5/07.	Run View
Registration_Status	Displays, for the offerings and learners selected, a detailed list of registration information. This report can be configured to include any of the Registration Statuses (Registered, Canceled, Waitlisted, Pending). Similar to system report but also includes Enroll Date filter, Learner Org ID and contact information. Revised 08/22/07.	Run View
Scheduled_Offering_Data	Displays detailed information about each Scheduled Offering selected for the report including the item scheduled, dates scheduled, registration and waitlist data, instructor data, segment data, and delivery costs. Similar to system report but also contains Course Title. Revised 05/02/07.	Run View
Training_Administrator	Displays total number of users, number of tests taken (graded), and number of tests passed. Revised 08/22/07.	Run View
User	Displays module and test information for each user. Revised 08/22/07.	Run View
Records per Page <input type="text" value="10"/> Page: 1 2 3 «Previous Next»		Page <input type="text" value="3"/> of 3. <input type="button" value="Go"/>



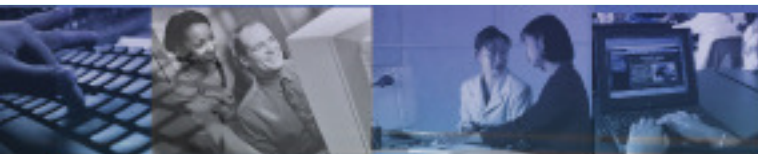
Custom Reports (cont.)

Commonly Used Custom Reports

- Approvals Status
 - Tells what the approval status of any specified requests is
- External Approvals Status
 - Tells you the approval status for external training requests only
- Learner History Admin Archived
 - Gives you the entire learning history for the specified learner(s)
- Registration Status
 - Tells you if the learner is Pending, Enrolled, Canceled or waitlisted for specified scheduled offering

SATERN Reporting Overview

Report Comparisons



Comparing Reports

Learner Item Status

Items

Item: COURSE ITS-003-06 (Rev 9/29/2006 12:00 PM EST)

Description: Basic IT Security for 2007

Standard Report

Learners

User Name	Learner Name	Completion Date	Status
*****	Sizemore, Jennifer L	10/5/2006 01:55 PM EST	Completed

8/25/2007 11:44 AM EST

Learner Item Status Report

Items

Item: COURSE ITS-003-06 (Rev 9/29/2006 12:00 PM EST)

Description: Basic IT Security for 2007

Custom Report

Learners

User Name	Domain ID	Loc - Org	Contracting Company	Learner Name	Completion Date	Status	Comments
*****	KSC- Contractor	KSC-BAE00	CHICKASAW NATION INDUSTRIES	Sizemore, Jennifer L	10/5/2006 01:55 PM EST	Completed	

8/25/2007 11:48 AM EST



Class Roster

Schedule

Scheduled Offering ID: 13784
Item ID: COURSE KSC-GSUSDA-ADMB7006D (Rev 2/8/2007 09:12 AM EST)
Description: LEADERSHIP SKILLS FOR NON-SUPERVISORS

Standard Report

Segment

Seg#	Description	Start Date/Time	End Date/Time	Instructor	Location
1		9/25/2007 08:30 AM EST	9/25/2007 04:00 PM EST		KSC Learning Institute Conference Room
2		9/26/2007 08:30 AM EST	9/26/2007 04:00 PM EST		KSC Learning Institute Conference Room

Current Registration

User Name	Learner Name	Signature	Date	Supervisor	Supervisor Name
*****	BARNETTE, LYNN S			*****	CAMPBELL, KENNETTA L
*****	BATTERSON, JOY N			*****	ENGLAND, DOUGLAS A
*****	BUCHNER, KARON J			*****	BEAN, JAMES D

Class Roster Report

Schedule

Scheduled Offering ID: 13784
Item ID: COURSE KSC-GSUSDA-ADMB7006D (Rev 2/8/2007 09:12 AM EST)
Description: LEADERSHIP SKILLS FOR NON-SUPERVISORS

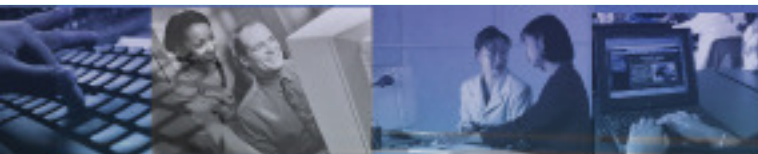
Custom Report

Segment

Seg#	Description	Start Date/Time	End Date/Time	Instructor	Location
1		9/25/2007 08:30 AM EST	9/25/2007 04:00 PM EST		KSC Learning Institute Conference Room
2		9/26/2007 08:30 AM EST	9/26/2007 04:00 PM EST		KSC Learning Institute Conference Room

Current Registration

User Name	Learner Name	Email Address	Phone Number	Loc - Org	Signature	Date	Supervisor Name
*****	BARNETTE, LYNN S	Lynn.S.Barnette@nas a.gov	3218673486	KSC-SAA00			CAMPBELL, KENNETTA L
*****	BATTERSON, JOY N	Joy.N.Batterson@nas a.gov	3218673861	KSC-ITD20			ENGLAND, DOUGLAS A
*****	BUCHNER, KARON J	Karon.J.Buchner@na sa.gov	3218676172	KSC-PHB10			BEAN, JAMES D



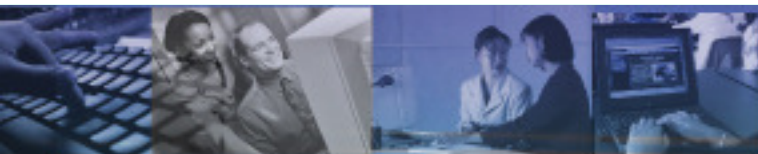
SATERN Reporting Overview

Report Features



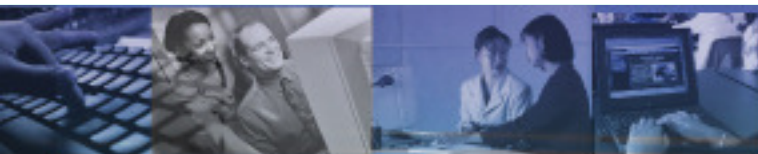
Report Features

- There are 2 different destinations offered when running reports
 1. Browser- The report will open in the same window that you are currently working in
 2. Local File- You can save the report to your computer or a network drive



Report Features (cont.)

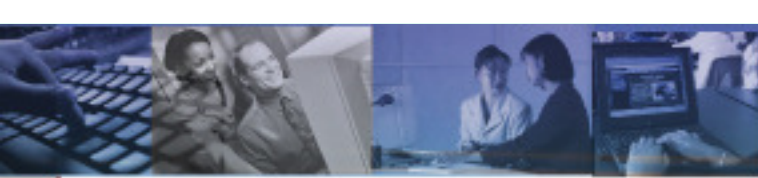
- Reports can be run in 4 different formats
 1. XML- internet language
 2. CSV- opens in Excel format (must be saved to local file). This is convenient if you will need to sort data
 3. HTML- opens in the current browser, or will save as a web page to your local file. Convenient for quick viewing
 4. PDF- opens in Adobe format. Convenient for saving and printing nice clean copies of the report



Report Features (cont.)

Saving Reports

- Both Standard and Custom Reports can be Saved
 - For reports that are run often, such as IT Security completion reports, you can save the criteria so you don't have to re-enter it each time
 - You can always change certain criteria, such as organization, in your saved reports while still keeping other criteria the same



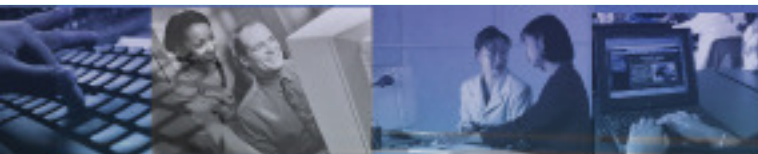
Report Features (cont.)

Scheduling Reports

- Reports can be scheduled to run at a later date/time
 - This is convenient if you have a large report to run
- You can schedule a report to run on a recurring basis
 - Convenient for registration status reports or IT completion reports
- Scheduled Reports can be emailed upon completion
 - Convenient for class roster reports

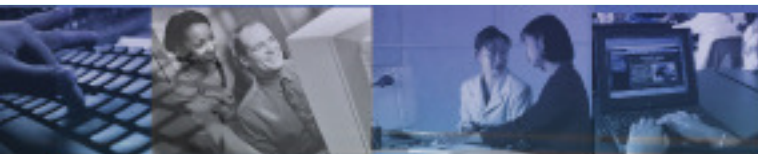
SATERN Reporting Overview

Summary



Summary

- SATERN has 2 types of reports
 - Standard Reports- Reports that came standard with the software
 - do not pull from legacy data
 - there are over 70 standard reports in 13 different reporting sections
 - Custom Reports- Reports created and customized by NASA
 - specific reports can pull from legacy data
 - there are currently 25 custom reports
 - Can be requested from the NSSC webpage



Summary

- All SATERN Admins should have a copy of the Standard Reports Reference Guide ([saterninfo.nasa.gov, resources](http://saterninfo.nasa.gov/resources), for SATERN Admins)
- The best way to get comfortable with SATERN reports is to go in and run them!